

**STATE OF NEW HAMPSHIRE**  
**RFP 2019-Data Analyses\Mandate**

**REQUEST FOR PROPOSALS – HEALTH INSURANCE CLAIMS DATA ANALYSES**

**INTRODUCTION**

The New Hampshire Insurance Department (Department) is requesting proposals for an entity to be responsible for claims data analyses related support and for producing reports related to legislation considered by representatives of the NH legislature. This entity will be responsible for time sensitive requests the Department receives through December 31, 2023.

NH RSA 400-A:39-b gives the General Court the authority to request that the Department conduct an external review and study of proposed legislation that would mandate health insurance coverage for specific services. In addition to the requirements stated under RSA 400-A:39-b, analyses performed by the Contractor must consider the impact of federal and state laws including to the Essential Health Benefits package, potential premium subsidies, and the medical efficacy of mandating the coverage.

**GENERAL INFORMATION/INSTRUCTIONS**

The Department has produced several studies in response to legislation discussed by the General Court. These studies, including [mandate reviews](#), can be found on the [Department's website](#). Click on the hyperlinks to see an [example of legislation](#) that charge the Department with producing an analysis and report as well as [examples of reports](#) created in response to legislation.

The Department has access to the [New Hampshire Comprehensive Health Care Information System](#), a database of commercial [health insurance claims data](#). These data exist to better inform the public about health care costs and utilization, and are invaluable resource to the Department in providing information to the New Hampshire legislature. These data would be used by the Contractor and/or Department staff to produce reports in response to legislative interest in policy changes.

A formal request formal mandate review to the Department from a standing legislative committee will be performed exclusively by the Contractor.

All remaining analyses will require close coordination between the Department staff and the Contractor. The Contractor will be expected to support Department staff at various levels, depending on the nature and complexity of the analysis and the report. The Contractor shall work with Department staff in developing analysis methodology, data testing, data compiling, results testing, SAS coding support, and production of a report for public consumption. The final report produced will either be titled a product of the Department, or a product of the Contractor for the Department.

Any code or product produced by the Contractor in support of this project agreement is the property of the Department, and any reference by the Contractor to the work performed under this agreement will credit the Department as the sponsor and that the work performed by the vendor is as an independent contractor of the State.

Electronic proposals will be received until 4 pm local time, on January 15, 2020, at the New Hampshire Insurance Department, 21 South Fruit Street, Suite 14, Concord, New Hampshire, 03301. Emails should be sent to [alain.couture@ins.nh.gov](mailto:alain.couture@ins.nh.gov) and include in the subject line: “2019 RFP for Health Insurance Claims Data Analyses.”

Proposals should be prepared simply and economically, providing a straightforward, concise description of bidder capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

As staff time permits, the Department will provide reasonable assistance to the Contractor in order to understand and provide available data, the Department’s interpretation of the analysis request, and New Hampshire insurance laws and regulations.

The Department typically performs four or five claims data analyses per year. Formal mandate reviews are unusual. The number of requests that the vendor shall be responsible for under this contract shall not exceed fifteen (15) unless mutually agreed to by both parties.

- Total Contract Price shall not exceed \$200,000.

Evaluation of the submitted proposals will be accomplished as follows:

- (A) General. An evaluation team will judge the merit of proposals according to the general criteria defined herein.

Officials responsible for the selection of a Contractor shall insure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications.

Failure of the applicant to provide in its proposal all information requested in the Request for Proposals may result in disqualification of the proposal.

- (B) Specific. A comparative scoring process will measure the degree to which each proposal meets the following criteria:

- (1) Experience of the firm in performing similar types of analyses and reports for other states, legislatures, and members of the public. Knowledge of health care administrative claims data, SAS, health insurance carrier/TPA claims processing systems, data consolidation services, and health insurance generally, demonstrated through experience. The proposal must include references of recent engagements comparable to this project, including telephone numbers and

specific persons to contact. Also describe any expectations for obtaining the NHCHIS data from the Department.

35 percent

- (2) Qualifications and experience of the key personnel to be involved. The proposal must summarize experience of key personnel, and include current resumes of all personnel that might be assigned to these studies.

25 percent

- (3) Timeframe. The proposal must specify a timeframe in which the entity commits to delivering the completed, requisite study and analysis to the Department upon receiving a request from the Department. The Contractor is welcome to identify periods of time that they will have reduced resources available, or other considerations that will allow resource planning during the term of the contract.

20 percent

- (4) Derivation of cost for the analyses work. The proposal should include a schedule of all personnel that might be assigned such work, the hourly or daily rate for each individual, an estimate of the amount of time each person might be expected to expend on the project(s), and whether particular staff would be used for certain types of analyses. Proposals shall be evaluated with substantial emphasis on the per hour rate, project timeline estimates, and the hours associated with staff expertise. The response required pursuant to this part shall be sufficiently detailed to create a general expectation of ability for the contractor to complete the tasks within available resources and timeframes. The proposal must also include the expected out-of-pocket expenses in the fixed cost. The proposal might include not-to-exceed limits on a per report or per a specific time period basis. The response required pursuant to this part shall be sufficiently detailed to create a general expectation of the cost anticipated for any legislative request referred.

20 percent

- (C) Conflict of Interest. The applicant shall disclose any actual or potential conflicts of interest.

- (D) Other Information. The proposal must include a listing of references of recent engagements of the Contractor that reflect the skills appropriate for work on this project, including telephone numbers and specific persons to contact

Potential contractors may be interviewed by staff of the Department.

The New Hampshire Insurance Department will accept written questions related to this

RFP from prospective bidders with the deadline being December 16, 2019. Questions should be directed to Al Couture via email at [Alain.Couture@ins.nh.gov](mailto:Alain.Couture@ins.nh.gov). Please include "RFP for Health Insurance Claims Data Analyses."

A consolidated written response to all questions will be posted on the New Hampshire Insurance Department's website [www.nh.gov/insurance](http://www.nh.gov/insurance) by December 20, 2019.

The successful bidder or bidders will be required to execute a state of New Hampshire Contract, a P-37. Attached exhibits will become part of the final contract. The P-37 is the general contract required by state of New Hampshire purchasing policies and the Department of Administrative Services. Although this standard contract in some situations can be modified slightly by mutual agreement between the successful bidder and the New Hampshire Insurance Department, all bidders are expected to accept the terms as presented in this RFP. Failure of the bidder to accept the terms of the Exhibits as presented may result in the disqualification of the proposal. The P-37 and all documents included with the P-37 are subject to approval by the New Hampshire Governor and Council and those documents will be made available to the public.

Proposals received after the above date and time will not be considered. The state reserves the right to reject any or all proposals.

Bidders should be aware that New Hampshire's transparency law, RSA 9-F, requires that state contracts entered into as a result of requests for proposal such as this be accessible to the public online. Caution should be used when submitting a response that trade secrets, social security numbers, home addresses and other personal information are not included.